

MEMORANDUM

TO: Science Educators, Superintendents, Principals, Special Education Teachers, Curriculum Coordinators, ELL Teachers, Guidance Counselors
FROM: Mary Ann Minardo, Assessment Consultant
SUBJECT: Item Review and Bias/Sensitivity Review (2015 NECAP Science Assessment)
DATE: May 27, 2014

The Vermont Agency of Education is pleased to announce two different opportunities for science teachers and other educators to participate in the on-going development of the [New England Common Assessment Program](#) (NECAP) Science Assessment in August. Each opportunity is described below:

#1: Item Review for the spring 2015 NECAP Science Assessment

Prior to the field-testing all NECAP science items are reviewed for alignment to the appropriate grade level expectations, targeted depth of knowledge level, student accessibility, and instructional relevance. This work is done by three review panels – one for each of the grade levels that are assessed – made up of a total of 12 educators, four each from Vermont, New Hampshire, Rhode Island, and Maine. Item Review will take place August 7-8, 2014 at the Stoweflake Mountain Resort in Stowe, VT.

To qualify, educators should

- have experience teaching science at the elementary, middle or high school level,
- have experience using the Science Grade Level Expectations for classroom instruction and assessment, and
- be willing to work collaboratively with educators from the four NECAP states.

#2: Bias/Sensitivity Review of the spring 2015 NECAP Science Assessment

Prior to field-testing all NECAP Science test items are reviewed by a select team of educators to ensure that they are free from language or content that may negatively impact the test performance of a specific subgroup of students. In general, the goal of Bias and Sensitivity Review is to help ensure that test items reflect students' classroom experiences, not their life experiences or cultural opportunities. This work is done by a team of 20 educators, 5 each from Vermont, New Hampshire, Rhode Island, and Maine, who either represent a subgroup of interest (e.g., racial, ethnic or religious groups, rural or urban interests, individuals with disabilities, recent immigrants, English language learners, etc.) or have direct experience working with students from these subgroups. Bias and Sensitivity Review for the NECAP Science tests will take place August 7-8, 2014 at the Stoweflake Mountain Resort in Stowe, VT.

To qualify, educators should

- have current and direct experience teaching or working with elementary, middle or high school level students,
- offer a unique perspective on one or more specific student subgroups, and
- be willing to work collaboratively with educators from the four NECAP states who represent diverse perspectives.

Accommodations & Reimbursement:

Reimbursement and hotel accommodations via Measured Progress:

- Guest rooms will be reserved for all participants if needed for the evening of August 6
- On August 7, breakfast and registration will be from 7:30 to 8:30am
- On August 8, breakfast will be from 7:30-8:30am with the reviews beginning at 8:30am
- Lunch will be from noon – 1pm each day and the sessions will conclude at 4:30pm
- Mileage reimbursement will be the federal rate at the time of the meeting
- \$25 meal stipend reimbursement for each night they stay (8/7 and 8/8)
- \$100 stipend per committee member per day, but full participation is required to receive the stipend for each day

All interested individuals should complete the attached application and mail or e-mail it to:

Mary Ann Minardo
Vermont Agency of Education
219 N Main St, Suite 402
Barre, VT 05641
802-479-1309 (phone)
802-479-1829 (fax)
MaryAnn.Minardo@state.vt.us

Rose Wheeler
Vermont Agency of Education
219 N Main St, Suite 402
Barre, VT 05641
802-479-1282 (phone)
802-479-1829 (fax)
Rose.Wheeler@state.vt.us

Applications should be submitted no later than **Monday, June 9, 2014**. Agency staff will review all applications and assign the most qualified individuals to each of the review teams. In some cases, preference may be given to individuals from under-represented groups, positions, or regions.

All accepted applicants will be notified no later than **Tuesday, June 10, 2014** if not before.

APPLICATION FOR NECAP SCIENCE ITEM/BIAS REVIEW
August 7- August 8, 2014

Name: _____ School/District: _____

School phone: _____ Home phone: _____ E-mail: _____

Summer e-mail: _____

Current position: _____ Grade level: _____

Check the activity for which you are applying:

☐ **Science Item Review** (August 7 - August 8, 2014)

☐ Grade 4 ☐ Grade 8 ☐ Grade 11

☐ **Science Bias/Sensitivity Item Review** (August 7, 2014)

Please provide the following information (use the back of this page if needed):

APPLICANTS FOR ITEM REVIEW: Describe your teaching and or/administrative experience particularly as it relates to the activity for which you are applying.

APPLICANTS FOR BIAS/SENSITIVITY REVIEW: Describe the subgroup or subgroups of students you wish to represent noting the perspectives or experiences that make you qualified to represent them.